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R 121433Z APR 05 ZYB

FM DFAS INDIANAPOLIS IN//ADIP//

TO AIG 4579

INFO DFAS INDIANAPOLIS IN//ADIP//

BT

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MSGID/GENADMIN/DFAS-ADIP//

SUBJ/ELEMENT OF RESOURCE (EOR) FOR TRAVEL TRANSACTIONS
(ACCTG POL IMPL MSG 05-26 AND TTM 05-07)

A. DFAS MANUAL 37-100-05, CHAPTER 2F-SDN.

1. IT IS IMPORTANT THAT THE CORRECT EOR IS USED ON ALL TRAVEL TRANSACTIONS
(E.G., OBLIGATIONS, ADVANCES, SETTLEMENTS AND RECEIVABLES).

A. USE AN EOR FROM 21 SERIES (TOTAL TRAVEL AND TRANSPORTATION) FOR OBLIGATIONS
AND SETTLEMENTS.

B. USE AN EOR FROM 41 SERIES (GRANTS, SUBSIDIES, CONTRIBUTIONS AND ADVANCES)
FOR TRAVEL ADVANCES.

C. USE THE SAME LINE OF ACCOUNTING FROM THE ADVANCE TO CLEAR THE ADVANCE (EOR
FROM 41 SERIES). DO NOT CHANGE THE EOR.

D. USE EOR 4610 (ACCOUNTS RECEIVABLE-TRAVEL RELATED) WHEN ESTABLISHING AN
ACCOUNTS RECEIVABLE FOR A TRAVEL RELATED DEBT. THIS INCLUDES TRAVEL ADVANCES
THAT ARE NOT CLEARED. THE ACCOUNTS RECEIVABLE SHOULD BE ESTABLISHED WHEN IT IS
DETERMINED THAT AN INDIVIDUAL OWES THE GOVERNMENT MONEY.

2. POCS:

A. DFAS-IN ACCOUNTING PROCEDURES, 317-510-3272.

B. DFAS-IN TRAVEL PAY PROCEDURES,

MANAGEMENT AND PROCEDURES BRANCH, 317-510-5372.

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